



REQUEST FOR ARCHITECTURAL & ENGINEERING DESIGN SERVICES

Police and Security Facility Addition

For enumeration in the 2015-2017 biennium

November 2014

Project No. 14J1X

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Project Background and Purpose

The University of Wisconsin Police Department (UWPD) provides police and security services to the University of Wisconsin Madison campus and is the third largest law enforcement agency in Dane County. Its officers and support staff primarily serve UW Madison but also support UW System with critical incident support, emergency management planning and continuity of operations planning.

UWPD is composed of two divisions. The Field Services Division provides police patrols, community police officers, housing liaison officers, building security patrols, building locking services, criminal investigations for all levels of crime, and educational presentations on law enforcement, personal safety and other topics.

The Planning and Development Division houses both emergency management services and infrastructure security. This Division developed out of necessity following the September 11, 2001 terrorist attacks on the United States. The emergency management section maintains the campus crisis plan, and is the campus liaison to local and state emergency management units.

The UWPD's 8,700 ASF/17,300 GSF headquarters facility and 1,500 GSF garage, both located at 1429 Monroe Street, were completed in January of 1989. In 2005 the University purchased the 7,800 ASF/12,515 GSF building at 1433 Monroe Street intending that the building would be entirely occupied by the PD. However, the construction of the Wisconsin Institutes for Discovery in 2006 necessitated the relocation of the Air Force ROTC program to the 1433 Monroe Street Building, which it now shares with the UWPD. In 2007, the Department moved its emergency management/COOP functions to leased space on Regent Street.

In 1989 when the 1429 Monroe Street facility was completed, it housed 78 officers and support staff. One year after the new facility opened there was a change in the leadership of the Department, and soon after, it began to implement changes that expanded the Department and made it a leader in campus policing. The Department now employs 144 officers and support staff and its space needs have become even more acute since 2001 with the growth of the emergency management and infrastructure security programs. The primary intent of this project is to build an addition to the existing building to meet the most critical needs for office, conference and training space.

This project is being requested for enumeration as part of the UW-Madison's 2015-17 Capital Budget Request at an estimated project budget of \$4,800,000 Agency Cash.

Project Description

This project will construct a 12,188 ASF/18,750 GSF addition to the University of Wisconsin Police Department's building located at 1429 Monroe Street. The addition will provide private and open office space, conference and training spaces for the department, as well as a secure sally-port entrance to the existing detainee unloading area so that officers have a safe area to load/unload detainees into the holding area.

Scope of Services

The A/E will provide pre-design through construction administration services as indicated in the DFD “*Policy and Procedure Manual for Architects/Engineers and Consultants*”, the “*Guide for Developing Program Statements for Projects Requiring Enumeration*”, and the DFD “*Contract for Professional Services* as directed by DFD at the Design Kickoff meeting. The services may be contracted for in multiple parts with project-specific review/ approval/ authorization points in the contract as determined by the needs of the project. Authorization for subsequent services will be issued in writing upon satisfactory performance and completion of contracted services and deliverables.

In addition to the requirements for pre-design in the DFD *Policy and Procedure Manual for Architects/Engineers and Consultants* and the *DFD Guide to the Preparation of a Program Statement*, the following additions and clarifications should be noted:

- Provide verification and assessment of existing structural systems to support the new load, and design of necessary modifications.
- Provide verification and assessment of existing MEP systems to support the intended uses, and design of necessary modifications.
- Facilitate review of Program Statement with campus constituents

In addition to the requirements for preliminary design through construction in the DFD *Policy and Procedure Manual for Architects/Engineers and Consultants*, the following additions and clarifications should be noted:

- Provide design, selection, specification, and assistance with procurement of interior furniture, amenities, and signage.
- Provide web-conferencing capabilities that can be initiated by the consultant either at the consultant’s office, or at an institution.
- Facilitate review of preliminary and final design documents and review comments with campus constituents.
- Provide exterior perspectives in SketchUp™, Revit™™ or similar quality 3-D graphics program, to engage campus planning staff in design discussion for the new south façade.
- Meet with the Campus Design Review Board for review of the proposed design.
- Incorporate campus design guidelines.

Note that per the DFD *Policy and Procedure Manual for Architects/Engineers and Consultants*, the following services will not be included in the scope of services:

- Hazardous materials survey, testing, and abatement bid documents will be contracted separately based on demolition documents prepared by this AE.
- WEPA compliance actions and document preparation will be contracted separately.

Project Deliverables

In addition to deliverables noted in the *DFD Policy and Procedure Manual for Architects/Engineers and Consultants* provide the following to DFD and campus:

- Program Statement deliverable shall include: Six (6) bound color copies, letter size. (Diagrams may be 11” x 17”, folded to fit in the bound report), and electronic copies, in PDF format, either downloadable or six (6) CD copies. All diagrams shall be capable of full graphic clarity in either color or black and white.

- For the Board of Regents, provide a minimum of one electronic exterior image (jpeg, png, or PDF) of the building exterior. The image need not be an image created specifically for this purpose but may be an image that is produced as part of the Design Report content.

Consultant Qualifications

The A/E team should have experience in the design of a remodeling or exterior addition project similar in scope to this project.

Well-qualified teams will have served as either the prime consultant or a subconsultant with design experience in office, conference, and training spaces for law enforcement as well as experience with designing a secured overhead entrance to provide a safe area for officers to load/unload prisoners into the holding area.

Letter-of-Interest Submittal Requirements

The letter-of-interest submitted by the consultant team should include the following information:

- A listing of all firms who will be sub-consultants to the prime consultant, and services that each sub-consultant will be providing. At a minimum identification of consultants for the following areas of expertise will be required:
 - Architect
 - Interior Designer
 - Structural Engineer
 - Mechanical Engineer
 - Electrical Engineer
 - Plumbing/Fire Protection Engineer
- A listing of key staffers for the consultant and sub-consultants, roles of each key staffer, and a brief description of pertinent experience/ expertise for each key staffer.
- A listing of project experience similar to that required for this project.
- Consultant teams should consider use of the standard DFD form that is used for full selection.
- Preferably, the submittal should not exceed 15 pages.

Contacts

UW – Madison	Ann Hayes	608-265-4673	ahayes@fpm.wisc.edu
UW System Admin.	Jeff Kosloske	608-263-4417	jkosloske@uwsa.edu

Project Budget

Construction Cost:	\$
A/E Design Fees:	
Other Fees:	
DFD Management Fees:	
Contingency:	
Movable/Special Equipment	
Total Project Cost	<hr/> \$4,800,000

Project Schedule

A/E Selection:	December 2014
Program Statement Submittal	August 2015
Preliminary Design Submittal	January 2016
Design Report Approval & Authority to Construct:	February 2016
Final Design Submittal	May 2016
Bid Date:	July 2016
Start Construction:	November 2016
Substantial Completion:	February 2018
Final Completion:	May 2018

Project Conditions and Issues

Utility Conditions and Issues

Neither the 1429 nor 1433 Monroe Street buildings are currently served by the campus' steam and chilled water system, and will not be connected as part of this project. Electric service is within the MGE service area. Overhead service drops down to a pad mount transformer owned by MGE. If the main panel in the building is determined to be sufficient to handle the additional load, MGE will be responsible to furnish the additional capacity which could be done by extending circuits to the new area.

There is a telecommunication signal duct bank that comes in the north side of the building which contains UW DoIT fiber optic cables and the AT&T cables. There is also two 4" signal conduits that are direct buried that come out of the northwest side of the building and go to the west and south over to 1433 Monroe St. These conduits link that building to 1429 Monroe with UW DoIT fiber optic cables.

The selected A/E team will be provided additional information by UW-FP&M which will include:

- Description of utilities available and whether these are campus or outside utility sources.
- Known utility capacity, condition, or location issues.
- Known storm water management requirements or other issues.
- Known related projects and facilities that will affect or be affected by this project.

Zoning

The current site is zoned CC-T (Commercial Corridor-Transitional) by the City of Madison. Public safety and service facilities are permitted uses in CC-T, therefore the project would not be limited to a size threshold and would likely be a permitted use review through city Zoning staff. Facilities Planning & Management will facilitate neighborhood review and approval via the Joint West Campus Area Committee.

Sustainability Expectations

The DFD *Sustainable Facilities Standards* should be followed for this project.

WEPA Compliance Conditions

In accordance with the Wisconsin Environmental Policy Act (WEPA), this project has been determined to be a Type II action. UW FP&M staff will work with DFD to hire a third-party consultant to develop the Environmental Impact Assessment.

Additional Documents

The following links contain information that informs the design of this project.

UW-Madison Campus Master Plan:

<http://www.uc.wisc.edu/masterplan/>

UW Madison Technical Guidelines

<https://fpm-www3.fpm.wisc.edu/cpd/ConstructionDesignGuidelines/TechnicalGuidelines/tabid/80/Default.aspx>

Site Plan

